

# **JOB DESCRIPTION**

## **UTILITY PERSON**

### **JOB SUMMARY**

Perform various cleaning of bus/building interiors, service vehicles and general utility work as assigned in the Maintenance Department. This includes all Trans-Bridge equipment, buildings and grounds.

### **FUNCTIONS AND DUTIES**

- Must have valid driver's license
- Sweep, mop coaches and clean support vehicles and fuel and service support vehicles
- Brush off seats, return seats and footrests to upright position
- Clean and remove garbage from luggage racks
- Remove gum and other residue from floor of coaches and support vehicles
- Report lost and found items to immediate supervisor and record on lost and found log
- Clean all windows in coaches and support vehicles and wipe down entrances
- Clean lavatories
- Assist in maintaining bathroom and sink in maintenance areas and other job areas as necessary
- Prepare away kits
- Clean and maintain shop storage shed, garages, grounds and other facilities as required
- General assistance in maintenance department as directed and required, (i.e., minor building repairs including, but not limited to, changing fluorescent light bulbs, repairing door hinges, replacing locks, minor plumbing and snow shoveling/removal)
- All other duties as assigned